

**Delegation of Authority for Employee Relations Actions  
LEGISLATIVE AND PUBLIC AFFAIRS**

<b>TYPE OF ACTION</b>	<b>Director, Deputy Director</b>	<b>Assistant Directors</b>	<b>Supervisors</b>	<b>Team Leaders</b>
<b>1. Letters of Caution or Warning</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>2. Letters of Reprimand</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>3. Proposals for suspensions 14 days or less</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>4. Decisions for suspensions 14 days or less</b>	<b>X</b>	<b>X</b>		
<b>5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs</b>	<b>X</b>	<b>X</b>		
<b>6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs</b>	<b>X</b>	<b>X</b>		
<b>7. Termination of temporary and probationary employees</b>	<b>X</b>	<b>X</b>		
<b>8. Reconsideration of Within Grade Increase Withholding</b>	<b>X</b>	<b>X</b>		

Last Updated 6/28/04